
3. Amount of payment will be the account balance of the water/sewer account indicated in item #1. This amount will automatically be deducted from the financial institution indicated in item #2 no earlier than the last business day of the month which the bill is due.

4 Requests to participate in the Direct Debit Program will not be honored without a signature.

By signing below, you authorize the City of Woodstock to initiate Direct Debit or automatic payments from your designated checking or savings account to make payments to your water/sewer bill. Your signature also indicates your agreement to the terms and conditions of the Direct Debit Program.

Name (Please Print)

Signature

Date

Return this form with a voided check (if using a checking account for payment) to:

City of Woodstock
121 W. Calhoun Street
Woodstock, IL 60098

Direct Debit Program Terms & Conditions

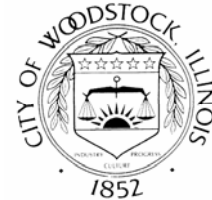
1. Payment can be made from a checking or savings account from most banks in the United States.
2. The words "Direct Debit" will appear on your water/sewer bill to notify you that payment is set-up for Direct Debit. Additionally, a message will be printed on your bank statement indicating the date and dollar amount of the transaction.
3. If there are insufficient funds in your account on the specified payment date, the City of Woodstock reserves the right to take payment in whole or in part when funds become available. In addition, a \$20 NSF fee will be assessed on accounts that have insufficient funds on the scheduled payment date.
4. This agreement will remain in effect until you notify the City of Woodstock in person or in writing (City of Woodstock, 121 W. Calhoun St. Woodstock, IL 60098) to cancel your participation in the Direct Debit Program. The City is allowed a 30-day period from the date the notice is received to remove a participant from the program.
5. Requests to participate in the Direct Debit Program will not be honored without a signature.

Save Time,

Save Money,

Save a Stamp!

**Participate in the City of
Woodstock's Direct Debit
Program Today!**



Q. What is the Direct Debit Program?

A. The Direct Debit Program is a convenient, FREE and totally optional service, which makes your life easier by automatically paying your water/sewer bill from your checking or savings account. Every three months, on the last business day of the month that your water/sewer bill is due, your payment will be transferred from your checking or savings account to pay your water/sewer bill.

Q. Do I need a special checking or savings account?

A. No, the City can transfer your payment from almost any checking or savings account in the United States to pay your bill.

Q. How will I know how much is being paid?

A. The City will continue to send you a water/sewer bill and proof of payment will also appear on your checking or savings account statement.

Q. How will I know when Direct Debit begins?

A. The City will send you a confirmation letter after your Direct Debit is initially set-up. Then, every quarter, when the water/sewer bill is issued, a message will appear on your bill identifying that payment is through the Direct Debit Program. Your payment will be made no earlier than the exact due date.

Q. What if I need to change something that is already set-up on my Direct Debit service?

A. Just call City Hall at 815/338-4300 between the hours of 8:30 a.m. – 5:00 p.m.

Q. What information do I need to set-up my Direct Debit account?

A. Simply fill out the attached form and return an original signed copy to Direct Debit Program, City Hall, 121 W. Calhoun St., Woodstock, IL 60098. If you decide to use a checking account, include a copy of a voided check with the form.

If you have a savings account, credit union or money market account, request your Routing Transit Number (RTN) and account number from the bank.

City of Woodstock Direct Debit Program

The Direct Debit Program offers you the convenience of paying your water/sewer bill by automatically withdrawing the payment on the last business day of the month from a bank account you select.

1.) Yes, I wish to participate in the Direct Debit Program and pay my water/sewer bill automatically:

Water/Sewer Bill Account Number (12-digits)

Name (Please Print)

Service Address

Phone Number

2.) Please pay from my: (check one)

☐ Checking Account ☐ Savings Account

Account Number

Routing Transit Number

Name of Financial Institution